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/SS

27 February 1970

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 9
24 - 27 February 1970

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1. Mr. [REDACTED] Audit Staff, called and requested that we enroll two of his employees in courses conducted by the Interagency Auditor Training Center. This is the first time we have had requests for courses at this facility. After receiving clearances from Central Cover Staff, we enrolled Mr. [REDACTED] in the Audit in Financial Management course, 9 - 13 March; and Mr. [REDACTED] in Successful Audit Report Writing I and Operational Auditing, 23 - 26 March 1970.

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2. We now have three nominees for the Data Processing for Intelligence Community Executives to be held by IBM in Poughkeepsie, New York: [REDACTED] OS; and [REDACTED] OSA. It looks like we will be turning back five spaces.

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3. [REDACTED], OL, have been enrolled in the DODCI Intermediate Executive Course, 2 - 13 March 1970.

✓ notes

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4. [REDACTED], OL, will be attending the Navy's Price Analysis and Contract Negotiation Course, 2 - 20 March 1970.

✓ notes

5. Seven employees were briefed Thursday for FSI area seminars: Africa, Sub-Sahara (two - CRS); Atlantic Community (one - OBGI); Near East and North Africa (one - CRS); South Asia (one - CRS, one - OBGI); and Southeast Asia (one - NPIC). These seminars will be held 2 - 20 March 1970.

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Excluded from automatic
downgrading and
declassification

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6. [REDACTED] OC, one of our students at Naval War College, was in the city one day last week. Even though his time was short and his schedule hectic, he agreed to spend a few minutes with the men who are scheduled to attend the School's next session. At Headquarters last Friday, Mr. [REDACTED] met

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A telephone meeting was arranged between [REDACTED] and our fourth nominee for the School, [REDACTED]

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7. Reference last week's report, we excerpt the following paragraphs from the most recent letter received from [REDACTED] at the Naval War College:

note

"As you know, Bruce Clarke (D/OSR) was here at the War College last Thursday and Friday. He spoke to the class on the Soviets one day and on the Chicoms the next, and in the interim very kindly made himself available for consultations with both students and faculty.

His visit was an outstanding success in every regard, and all students with whom I have talked have rated his appearance as perhaps the single highlight of the year. Perhaps the best way to sum up reactions is to quote two overheard remarks. First, as we were leaving the auditorium after his initial talk, I heard one student turn to another and say 'They've certainly got some damned smart people in that Agency.' The second, and one that pleases me immensely, was passed on by Admiral Colbert's aide. The Admiral made the remark that as far as he was concerned, Bruce's visit represented the best offered at the War College during his tenure as president.

The company made many nickels; the above remarks are representative of the sentiments of both students and staff."

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[REDACTED]

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[REDACTED]

student with the instructor, including lunch. After three weeks, the student will be tested, and his progress determined. We sought recommendations, advice, and approvals from Chief, LS, WH/TO, and the student himself. All are enthusiastic about the idea, and we hope to get the training started early in March.

25X1A6b 9. As a follow-up to the Instructor Training Course given at [REDACTED] in January 1970, [REDACTED] spent the week of 25X1A9a 9 - 13 February there working with instructors on objectives, tasks, and lesson plans for the [REDACTED] During 25X1A14b the week of 16 - 21 February he observed the course, which was attended by 15 Career Trainees and 17 [REDACTED] employees. After each presentation Stan gave the instructor a written critique suggesting ways in which the presentation could be improved. Stan, working with each instructor, assisted in the preparation of behavioral objectives and tasks for the entire course. He plans to go back to [REDACTED] for the purpose of assisting in the development of 25X1A14b complete lesson plans based on the objectives and tasks and assisting the instructors in preparing their own [REDACTED]

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25X1A6b

10. Chief, Instructor Training Branch met on 26 February with Chief and Deputy Chief, Language School, and [REDACTED] 25X1A9a who is responsible for conducting the Instructor Training Course (ITC) at the Language School. The purpose of the meeting was to see whether ITB could contribute in any way to Elissa's course. The conclusion was that Chief, ITB will give several hours of instruction, will monitor what is given in the next running of the Language School's ITC, and then see what other contribution can be made.

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25X1A9a 11. [REDACTED] attended a presentation for the Security/Industrial Security market on "Communications for Management" conducted by 3M Business Products Sales, Inc. in Rosslyn on 26 February. New products and ideas for management meetings, and products relating to security in employee orientation, training, briefings, reproduction, storage, and retrieval were presented. Of particular interest to

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Nancy was a sound-on-slide system that puts sound on conventional 2 x 2" slides. The system can run automatically for self-study or it can be used as part of a presentation and controlled by the speaker. Similar presentations are planned by 3M in the future and the dates will be announced so that others who are interested may attend.

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12. [REDACTED] will be attending a "Hands On" Seminar in Television and Videotape Techniques conducted by Advanced Communication Techniques Seminars, Inc. in Riverside, Connecticut, 3 - 6 March 1970.

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13. On 10 and 11 March [REDACTED] will be giving tutorial training on methods of instruction to a contract employee of the

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[REDACTED]

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Chief
Instructional Support Staff

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